



Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 12-44



<http://co.ng.mil/jobs/default.aspx>

POSITION TITLE: Production Recruiter	AFSC: 8R000	OPEN DATE: 22 Sep 2012	CLOSE DATE: 19 Oct 2012
UNIT OF ACTIVITY/DUTY LOCATION: 140 th Force Support Squadron Buckley Air Force Base, Aurora, CO 80011		GRADE REQUIREMENT: Minimum: E4 Maximum: E6	
SELECTING SUPERVISOR: MSgt Jason McAlister, 140th FSS DSN: 847-9457; Comm: 720-847-9457	VACANCY 340829598	PHYSICAL PROFILE: PULHES – 111321 / X Factor – G / ASVAB – General – 24	

AREAS OF CONSIDERATION

Nationwide (All military members eligible for membership in the COANG)

Must hold at a minimum a 5-level in Any AFSC

All applicants MUST meet the grade requirement and physical/medical requirements outlined

SPECIAL NOTE

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

DUTIES AND RESPONSIBILITIES

1. Assist the ANG ROS in the planning and organizing of recruiting activities. Analyze industrial and population content of communities to determine the requirements for recruiting programs.
2. Develop and maintain long-term contacts with representatives of civilian organizations, high schools and local reserve and active duty units of the Armed Forces, and the general public.
3. Implement approved recruiting programs to meet Air National Guard and public needs and interests.
4. Establish contacts with interested prospects through the use of the news media, local advertising and referrals.
5. Improve techniques for disseminating recruiting information in the local community.
6. Maintain familiarity with events and facts concerning benefits for ANG personnel.
7. Coordinate recruiting activities with all appropriate specialists (Public Affairs, photographers and MPF personnel).
8. Report unfavorable publicity or conditions that might result in unfavorable public reaction.
9. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests.
10. Coordinate with education facilities to obtain accurate education information such as: High School Diplomas, Transcripts, Profession Military Education (PME) records, etcetera.
11. Coordinate formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request.
12. Conduct recruiting briefings for ANG personnel engaged in recruiting that involves direct contact with the public and representatives of the news media, (i.e., personnel on short tours for fairs, and special presentations.)
13. Conduct Center of Influence (COI) events to include installation tours for members of the civilian community.
14. Make personal contacts with prospective enlistees to present overall opportunities the ANG has to offer.
15. Follow-up will occur on all contacts regardless of the source.

16. Maintain locally established recruiting production standards to meet state/unit strength requirements and ANG initiatives.
17. Be familiar with officer selection programs in accordance with (IAW) ANGI 36-2005. All officer leads should be coordinated with the Director of Personnel.
18. Be familiar with unit recruiting operations plan to include goals and objectives.
19. Provide Basic Military Training briefings for new enlistees.
20. Performs other duties as assigned.

SPECIALITY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a high school diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
- 4. Possess a high moral character and unquestionable integrity.**
5. Appearance must project a favorable image of the ANG. Must maintain outstanding appearance, military bearing, and standards of conduct; to include no history of disciplinary actions. Compliance with AFI 36-2903 and ANGI 40-502 is mandatory.
6. Must be able to speak clearly and communicate effectively.
7. Individual may not have any documented diagnosed history of alcoholism or drug abuse.
- 8. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.**
9. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.
10. Must be a graduate of the ANG Recruiter Course, prior to being placed on a full-time recruiting tour.

INSTRUCTIONS FOR APPLICANTS		
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES
<p>Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. <u>Complete applications must be received no later than 1600 or postmarked on or before the closing date.</u> US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. <u>Applications received with an unsigned NGB 34-1 or DMA 121 will not be forwarded for consideration.</u> Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. <u>Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.</u></p> <p style="text-align: center;">Incomplete packages will not be considered for the position vacancy</p> <ol style="list-style-type: none"> 1. NGB Form 34-1 for Non-AGR's (http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm) 2. DMA 121 for Current COANG AGR's (please email your CSS to request this form) 3. CURRENT Records Review RIP (available on vMPF via AF Portal) 4. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS)) 5. Military Resume 6. 3 References with contact information (listed on the same sheet of paper) 7. TriMetrix Assessment (For link and passcode, please email SMSgt Davis at david.davis@ang.af.mil) 8. Full length photo in Service Dress <p style="text-align: center;">**SUBMIT NO STAPLES/NO BINDINGS**</p> <p>QUESTIONS?</p> <p>You may call 720-847-9304/DSN 847-9304 or email at lisa.shoup@ang.af.mil</p> <div style="display: flex; justify-content: space-between;"> <div> <p>MAIL APPLICATIONS TO:</p> <p>140 FSS/FSMP, Attn: TSgt Lisa M. Shoup 18860 E. Breckenridge Ave., Stop 65 Buckley AFB, CO 80011</p> </div> <div> <p>DROP APPLICATIONS OFF AT:</p> <p>Building 801, Room N-224</p> </div> </div>

REMARKS
<p>Federal law prohibits the use of government postage for submission of applications.</p> <p style="text-align: center;">THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p>All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.</p>